

THE TULALIP TRIBES
Health Clinic
Job Descriptions

JOB TITLE: Medical Assistant

JOB NUMBER: TTT-138-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ Certified Washington State Medical Assistant preferred, however, will allow six months from date of hire to obtain certification.
- ☐ Graduate from a state approved program.

SKILLS:

- ☐ Must understand the particular problems faced by the Native American Community in relation to health care.

EXPERIENCE:

- ☐ Experience in a clinical setting.
- ☐ Experience in primary care clinic *preferred*.

OTHER REQUIREMENTS:

- ☐ May require flex schedule and weekend hours.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.
- ☐ No substantiated complaints filed and charged with Washington state board of nursing or criminal convictions.

Physical Characteristics and/or Prerequisites:

- ☐ Must be able to lift at least 40 pounds.

Tribal Department: Health Clinic

Employee Classification: Non-Exempt

Job Summary: Assists in clinical personnel in providing patient care services to the Tulalip Community.

Employee Reports To: Health Clinic Nursing Supervisor

Specific Duties Performed:

1. Brings patient from waiting area to examination room and prepares patient for Medical Provider.
 - a) Documents chief complaint.
 - b) Take and document Patient Vital Signs: height, weight, temperature, blood pressure, vision screening, urinalysis, and other testing as indicated by Medical Complaint or as deemed necessary by the Medical Provider.
2. Observes patient reactions to treatment and reports to medical personnel.
3. Supports provider services, responsible for prescribed laboratory work and tracking of specimens; keeps log of labs that are out going and incoming results.
4. Responsible for seeing the appropriate supplies ordered from approved vendors.
5. Uses Medical equipment as directed.
6. Sterilizes equipment; instruments and supplies with OSHA approved methods.
7. Cleans, sterilizes, prepares, and maintains exam rooms.
8. Maintains record keeping for maintenance of Medical Equipment; calls vendors to schedule regular maintenance of equipment.
9. Assists health providers with exam procedures as necessary.
10. Attends staff/nursing meetings as requested.
11. Performs other related duties as deemed necessary.

Terms of Employment: This is a regular full-time position requiring 40 hours per week, or 2080 hours per year.

Pay Range: \$14.72 Per Hour

Opening Date: December 5, 2006 **Closing Date:** December 21, 2006 @ 4:00 pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.